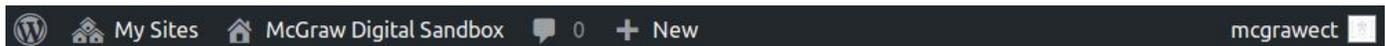


Wordpress Quickstart for Authors

Logging in

A course website on the McGrawCommons Wordpress platform will often be restricted to members of the course. In this case, you will be prompted to enter your Princeton netID and password as you navigate to the site. If the front page of the website is publicly available, you should find a **'Log In'** link in the sidebar of the front page of your site.¹ Logging in should take you to the Wordpress editing interface called the Dashboard. It should also place a black bar across the top of your screen proving quick links to navigating in and out of the Dashboard and adding new content to your site.



Add a post

Content is generally added to a Wordpress website in the form of Posts. **Posts** are what people generally think of with blog publishing, tending to be shorter, timely, and associated with the date they were composed. Posts are often displayed on the front of a blog in chronological order but can just as easily be reconfigured to be ordered by tag, author, or by category. Wordpress also allows for the creation of **Pages** which are usually associated with more static content, such as an “About” page. Creation of Pages is usually restricted to site administrators such as the course instructors.

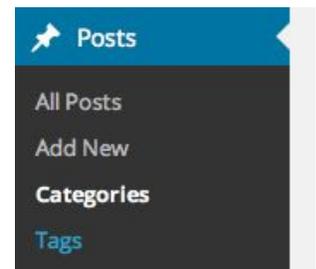


To add a Post to your website, select **Post** from the left hand menu while in the Dashboard, and then click on the **Add New** link. You will also find a button titled **+ New** in the black bar across the top of the screen. Add a title and body for your post or page and click **Publish** to add it to the site. You can see how your new post or page looks on your site by clicking the **Preview** button or **View Post**.

You may also edit an existing post. Click on Posts in the left-hand menu to see a list of all the Posts. Hover your mouse over the title of the post you would like to edit and select **Edit** from the short list of links that appears.

Add tags and categories

WordPress allows you to attach tags and categories to posts. These serve similar, but slightly different functions. Posts can be grouped into **Categories** and displayed as a menu on your site. **Tags** are much more versatile, allowing you to label posts with descriptive words and allowing flexibility in how posts are organized, displayed, and discovered.. As a blog author, you can add any tags you wish to your posts, or you can select from any categories the site administrator may have added to the site. Tags and Categories may be added to your posts by going to the edit page for a



¹ If no log-in link is available, you can add **wp-admin** after the address of your site's front page, for example: <https://commons.princeton.edu/mycourse/wp-admin>

particular post. In the right-hand sidebar of that page, you will find sections in which you can add tags and categories.

Adding images, documents, video, and audio

Just above the main text area in the post and page editing interface, you will find an **Add Media** button. Clicking that button opens a new window allowing you to upload and add images, audio, and video to the website and to insert media into your posts or page. Many types of files can be added the site, including images, video files, audio files, and PDFs. Media can be added from your computer, or selected from the collection of files you already have on the site (Media Library). You can also create an **image gallery** by selecting 'Create Gallery'.

Comments

The Dashboard also gives you access to a list of comments that have been added to the site. The **Comments** menu on the left-hand side of the Dashboard lists the comments and allow you to edit any of your comments. Depending on how to site administrator has configured the site, comments might be held for moderation or enabled only on certain pages or posts.

Logging out

To log out of your WordPress site, go to the top right corner of the Admin Bar and hover over your username. In the dropdown menu, you will see a menu option for you to log out.

Contact Us

If you run into any problems while using Wordpress, feel free to reach out to the Educational and Classroom Technologies group of the McGraw Center for Teaching and Learning at mcgrawect@princeton.edu. We regularly work with Princeton courses to provide training and consultation and to help ensure the successful implementation of technology tools in teaching and are happy to answer any questions.